

U.S. COAST GUARD
TRAINING CENTER YORKTOWN
MWR FACILITIES GUIDE

MWR



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Berthing Facilities

Cain Hall

Reserved for all active duty and reserve personnel (E-7 and above, GS employees) attending schools or conferences. Morale, Well-being, and Recreation (MWR) also operates guest quarters in Cain Hall. ***Reservations for guest rooms are required: checkout time is 1200.*** See TRACEN YORKTOWNINST 11103.1 (series), available from the school Yeoman, for more information.

Lafayette Hall

Reserved for all active duty and reserve personnel (E-4 through E-6) attending schools or conferences and for all reserve personnel in a drilling status, regardless of pay grade.

Lincoln Hall

Reserved for “A” School students.

Steuben Hall

Reserved for “A” School students. Information Recourse management (IRM), and Administration are located in this building.

Berthing Facility Services

Housekeeping services including linen and room cleaning are available for Cain Hall occupants Monday- Friday (except holidays). Linen service is available in Lafayette, Lincoln, and Steuben Halls each Monday (Tuesday if Monday is a holiday). Cleaning supplies, irons, and ironing boards, are available at the front desk in each barracks. Each barracks building has soda and snack machines, pool tables, and ping pong tables in the lounges. Each building also offers coin-operated washers and dryers.

Cain Hall Housekeeping Service

Housekeeping services are performed in all rooms of Cain Hall every day except **Thanksgiving, Christmas, and New Years Day**. The housekeepers provide the services listed below:

General overall cleaning of the room and toilet/shower area
Fresh towels provided daily
New bar soap provided daily
New cup provided daily
Clean linen will be placed in your room on Thursday for linen exchange on Fridays
Beds will be made with fresh linen every Friday

NOTES:

Before the housekeepers can clean your room, you must stow your personal belongings or order them neatly about the room. If you leave your room a cluttered mess the housekeepers will not clean it.

The housekeepers will make your bed on Friday only. It is your responsibility to make your bed every other day.

The **DO NOT SERVICE** signs are not honored during the weekday.

If a **DO NOT SERVICE** sign is on the door on the **weekend**, there will be no service of any kind rendered for that given day. (Example: no trash removal, towel etc) The front desk personnel will not be able to retrieve these items at all for you. The housekeeping staff will provide service the next business day.

Only occupy one half of the room, you will receive a roommate.

Lost/misplaced keys must be reported to the front desk. The lost key cost is \$5.00 this report must be turned in to Lafayette Hall room 152 M-F, between the hours of 7:30am – 4:30pm.

If you have any questions, please refer them to x2069.

Maintenance

Rooms are inspected weekly, but MAA may miss some discrepancies. You can help maintain and improve the condition of your room by promptly reporting maintenance problems. We offer three ways to obtain maintenance assistance. In all cases, feel free to contact our front desk staff to report problems. If you prefer, you may file a barracks work order (one is contained in this check in package) using the drop box by the front desk; think of it as the maintenance request card found in most hotels. The CMAA staff checks the work order box twice daily. Notify your class advisor or instructor if problems persist. And, finally you can call Facilities Engineering at 2215.

Utility/Water Conservation

The Hampton Roads has suffering a water shortage in the past. Please do your part to support our conservation efforts by taking quick showers and doing full loads of laundry. We also appreciate your efforts to conserve electricity by turning off the lights when you leave your room, and keeping windows closed during the heating and air conditioning seasons.

Parking and Traffic Regulations

The speed limit on base is 20 MPH unless otherwise posted. The speed limit on the Yorktown Battlefield roads is 35 MPH. Use of seat belts for all vehicle occupants is mandatory. All students must ensure they register their vehicle with the security office. Students attending "A" Schools must display a green "student" decal on the front windshield of their vehicle. Students attending "C" Schools must obtain a vehicle pass to be displayed on the dashboard on the driver's side.

Parking aboard Training Center Yorktown is at a premium. We appreciate your help in managing this situation. Students may park in Lots 2 and 9 located behind Lafayette Hall, Lot 15 next to the ball field, Lot 23 near the electronic sign, and the first four rows of Lot 4 (Chapel Lot) nearest Lincoln Hall. Students staying in Cain Hall may park in the parking lot in front of Cain Hall and along the waterfront road (in designated parking areas). Student parking is also available along the Perimeter Road from the Chapel parking lot around the back side of the base and the dirt road leading to the MWR boat ramp.

Personal Weapons

Students are not authorized to bring weapons of any kind to Training Center Yorktown. In those rare cases when this inadvertently occurs, personal weapons must be surrendered to the Command Duty Officer (CDO) and Duty Gunners Mate via security at the front gate for further transfer to the Armory. Any weapons surrendered or confiscated will be returned upon departure from the TRACEN.

Points of Interest

*Indicates those points accessible by Liberty van.

***Army Transportation Museum**

Contact MWR for details.

Located at Fort Eustis.

*** Busch Gardens - (Seasonal)**

*** Colonial Williamsburg**

Jamestown

Langley Speedway- (Seasonal)

*** Mariner's Museum**

NASA's Visitor's Center

Virginia's Living Museum

*** Water Country USA- (Seasonal)**

Yorktown Battlefield

***Yorktown Victory Center**

GYM/POOL COMPLEX

856-2128

The Gym hours of operation are: Monday -Friday 0545-2130

Saturday 0800-2130

Sunday 1000-2130

Holidays 1200-2130

The Pool hours of operation are: Monday-Friday

0600-0730**

1130- 1300**

1630-1930**

1930-2100

Saturday-Sunday 1200-2100

Holidays Closed

** Lap swimming only

The Gym/Pool complex includes the following facilities:

Multi-purpose Gym court	Twenty-Five Meter Pool
Multi-purpose Athletic Field	Sauna
Cardiovascular Room	* Sand Volleyball Court
Aerobics Room	* Two Picnic Pavilions
Nautilus/Cybex Room	** Ticket Sales window
Racquetball Courts	Weight Room
Tennis Courts	MWR Admin office

* Available for unit, class and private parties. Private or personal requests for use must be submitted at least 30 Days in advance. Requests for morale funds only should be submitted 7 days in advance.

** Tickets are available for Busch Gardens, Water Country, Kings Dominion, Jamestown/Yorktown and Virginia Air & Space museum. Tickets are sold at cost. Call 856-2009 for prices and parks hours of operation.

CYBER CAFÉ

856-2850

The Cyber Café is located in Stueben Hall. Twenty-Five high-speed computers are available for e-mail, game-playing or just surfing the Internet. Cyber Café also provides wireless connection for laptops. For the latest price call the Cyber Café. Also available is a full service coffee and snack bar.

Hours of operation: Mon-Sun 0700-2200

MOVIE THEATRE

The movie theatre is located in Washington Auditorium. Movies are shown on Wednesday, Thursdays and Saturdays. The theatre opens at 1800 and the movie starts at 1830. Admission is free and snacks are available.

ENLISTED DINING FACILITY (CGDF)

856-2728

Open to all eligible patrons.

Hours of operation: Breakfast - 0630-0730

Breakfast on Weekend & Holidays – 0700-0900

Lunch - 1100-1230

Dinner - 1630-1800

AUTO HOBBY SHOP/OUTDOOR RECREATION

856-2279

A 5 bay garage and an outside area to wash cars & trucks is available for rent by the hour to work on your personal vehicles. MWR has contract with local parts stores to supply all your needs. Our auto hobby has all the necessary tools and equipment available from changing your oil to changing your engine or transmission.

Hours of operation: Tuesday-Friday 0900-1830

Saturday-Sunday 0900-1700

Closed Mondays and Federal Holidays

Equipment for rent includes the following items. Call ahead for prices and availability.

CAMPING:

Pop up Camper
Lanterns
Canopies

Ice chests
Cots

Rod & Reels
Sleeping Bags

BOATS:

Canoes

Kayaks

17' Jon boats

YARD EQUIPMENT:

Weed eater
Rot tillers
Log splitter
Riding lawn mower

Pressure washer
Aerator
Rakes/shovels
Extension ladder

Chipper/shredder
Generator
10 Ft. Ladders
Chain Saw

Other:

Paint Ball Equipment
Golf Clubs

Tables
Canopies

FISHING PIER

Fishing passes are sold along with all your fishing supplies in the Auto Hobby Shop (AHS). TRACEN pier is the best pier with the most available usage hours extending over 600 feet into the York River. TRACEN students may fish free; the AHS has fishing gear to rent or purchase. All fishermen must have a pass from the AHS to fish on the pier, including guest. A Virginia State fishing license is not required on the pier.

PICNIC PAVILIONS

MWR has two picnic pavilions which maybe reserved for TRACEN student class parties, office parties, etc. at no cost. Restrooms, shower and, laundry facilities are located by the main site. To make reservation call 856-2279 and submit a Facility/Fund Request form which can be located at the MWR Office/gym.

PORT OF YORK

The Port of York is a full service dining facility for E6/GS6 and above with a bar capable of seating up to 120 people and overlooks the York River. It is available for special functions such as retirements, promotions, wedding receptions, conference, etc. For inquiries or reservations contact the office manager at 757-856-2286 or 2106.

Hours of operation:

Monday-Friday 0700-0800 - Breakfast buffet
1115-1300 - Lunch buffet (Full Meal or Soup/Salad)
1730-2000 – (bar hours: 1630-2030)
Saturdays closed for special functions
Sunday Champaign Brunch open to all hands served 1000-1400-
Special rate for children under 12
Closed on Federal Holidays

LIBERTY LOUNGE II

856-2325

Open to all enlisted personnel E6 and below. A full service grill is available three nights weekly: Thursday, Friday and Sundays. 1800 – 2045.

Hours of operation:

Monday – Thursday	1700 - 2300
Fridays & Saturday	1700 – 0000
Sundays	1700 – 2300*
*Seasonal: NFL Sunday Ticket	1300 - 2300
Closed on some Federal Holidays	

CG TRACEN EMERGENCY AND OTHER ACTIVITIES PHONE NUMBERS

Emergency:	856-2911
Emergency Information Recording:	856-2000
Command Duty Officer:	856-2114
Officer of the Day:	856-2354
Security:	856-2314
Medical appointments:	56-2230
Facilities Engineering:	56-2215
Chapel:	856-2277
Barber Shop	856-2389
Dry Cleaners/Tailor Shop	856-2162
CGES Main Exchange	856-2153
Langley Federal	890-0519
CGES Mariners Mart	856-2156
Subway	856-2017

RELIGIOUS PROGRAMS

Protestant Services - Sunday Protestant Worship - 1100

Catholic Mass - Saturday Roman Catholic Mass - 1700

Sunday Roman Catholic Mass - 0945

Daily Roman Catholic Mass - 1145

Weekly Bible study at the Chapel every Wednesday from 1140-1230.

LIBERTY VAN

Weekdays the van goes to the Patrick Henry Mall and local shopping centers. On weekends it also makes a stop at Fort Eustis and Williamsburg if desired. A schedule is posted on bulletin boards in all barracks common areas. Contact the OOD (X-2354) for run times, pickup locations & routes if you can't locate a schedule.

TRAVEL AGENCY

Located in Steuben Hall, Room 121

Currently SATO Travel is the contractor and is available for official and limited personal travel arrangements. However if you have a traveled on a tickets used by different Travel management Center (TMC) you should contact that company.

Services – Monday – Thursday – 0800 - 1600

Closed for lunch 1300 - 1400

Friday – 0800 - 1400

COAST GUARD MUTUAL ASSISTANCE PROGRAM

Financial aid is available for eligible personnel experiencing certain emergency or housing needs. Students who need assistance should see their class advisors.

CRAIK MEDICAL CLINIC

Phone 856-2230/2345

Regular Hours: Monday – Friday 0700 – 1530

Sick Call Hours: Monday – Friday 0700 (Students)

Monday – Friday 0730 (Permanent Party)

EMPLOYEE ASSISTANCE PROGRAM

Located in Old York Chapel Offices

Phone 856-2161 or 1-800-222-0364

Hours: Monday – Thursday 0830-1700

Wednesday 1300-1700

LEARNING RESOURCE CENTER

Located in Canfield Hall, 1st Deck

Phone 856-2104

Hours: Mondays, Wednesdays & Friday 0830-2130

Tuesday & Thursdays 1100-2130

Saturday, Sundays & Holidays 1300-2100

LEGAL ASSISTANCE STAFF

Located in Thayer Hall, Room 217

Students should see their class advisors or instructors prior to seeking an appointment.

POST OFFICE

Located in Thayer Hall room 111

Phone 856-2379 (US Post Office), 856-2580 (TRACEN mail room)

Hours: Monday – Friday 0700 – 1530

Sick Call Hours: Monday – Friday 1100-1300 & 1400-1500

Closed Saturdays and Sundays

Personal mail should be address to:

Your Rank/Rate, Name

Name of School, Class number

USCG TRACEN YORKTOWN

END OF 238

Yorktown, Va., 23690-5000

LIBRARY

Located in Canfield Hall, 1st Deck

Phone 856-2905

Hours: Daily

1100-1300 & 1700-2100

Lab: (Monday, Wednesday, & Friday

0700-1300 & 1430-1600 & 1700-2100

(Tuesday, Thursday)

0700-1300

(Saturday, Sunday)

1200-1630

Librarian: Monday – Friday

1100-1300 & 1700-2100

(Saturday, Sunday)

0700-1300 & 1430-1600 & 1700-2100

MWR & Other related Training Center Instructions

NUM	TITLE	DATE	DIV
1710.10A	<u>ABOVE-INTRAMURAL SPORTS PROGRAM</u>	9/10/1998	FM
1710.2H	<u>MORALE PARTY POLICIES AND PROCEDURES</u>	7/7/2004	FM
1710.3D	<u>ADMINISTRATION OF COAST GUARD MORALE LOANS</u>	5/4/2004	FM
1710.4B	<u>FLOWER PROGRAM</u>	7/6/2004	FM
1710.5D	<u>FISHING AND CRABBING REGULATIONS</u> <u>Encl (1)</u> <u>Encl (2)</u>	11/28/2003	FM
1710.7D	<u>TRAINING CENTER YORKTOWN MORALE COMMITTEE</u>	10/20/2004	CX
1710.8C	<u>USE OF GYM COMPLEX</u>	6/16/1997	FM
1746.1	<u>USE OF THE PORT OF YORK AND LIBERTY LOUNGE</u>	10/3/2000	FM
5450.3D	<u>USE OF TRAINING CENTER DINING FACILITY</u>	11/5/1998	F
11106.5E	<u>PIER REGULATIONS</u>	5/4/2004	E

Federal Holidays:

New Years Day	MWR Limited	Base facilities closed
Martin Luther King Jr. Day	MWR Limited	Base facilities closed
President's Day	MWR Limited	Base facilities closed
4 th of July	MWR Limited	Base facilities closed
Memorial Day	MWR Limited	Base facilities closed
Independence Day	MWR Limited	Base facilities closed
Labor Day	MWR Limited	Base facilities closed
Columbus Day	MWR Limited	Base facilities closed
Veterans Day	MWR Limited	Base facilities closed
Thanksgiving Day	MWR Limited	Base facilities closed
Christmas Day	MWR Limited	Base facilities closed



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|--------------------------|--------------------------|------------------------------|
| 1 SECURITY | 11 CHAPEL | 21 BOAT FORCES CENTER |
| 2 CG DINNING FACILITY | 12 GYM/POOL & MWR | 22 CAT/OUTBOARD |
| 3 LAFAYETTE HALL | 13 EXCHANGE | 23 CRAIK CLINIC |
| 4 STEUBEN HALL | 14 THAYER HALL | 24 CGC CUYAHOGA MEMORIAL |
| 5 LINCOLN HALL | 15 OLD YORK VILLAGE SITE | 25 AUTO HOBBY & OUTDOOR REC. |
| 6 HAMILTON HALL | 16 MARINER'S MART | 26 MAIN PIER |
| 7 CANFIELD HALL | 17 MAINTENANCE | 27 SMALL ARMS RANGE |
| 8 MARTIN HALL | 18 PORT OF YORK | |
| 9 ELBERT HALL | 19 CAIN HALL | |
| 10 WASHINGTON AUDITORIUM | 20 TAYLOR HALL | |

